

ITA Training Policy

Effective Date: 03/12/2020

Background: The Workforce Development Board of Rockland County (WDBRC) is committed to providing funds for in demand occupational skills training through Individual Training Accounts (ITAs) to eligible Adult, Dislocated Workers and Youth under the directives and guidelines of the Workforce Innovation and Opportunity Act of 2014 and its regulations.

ITA Process

The participant must be determined to be in need of training services and possess the skills and qualifications to participate successfully in the selected program. It also must be determined that they are unlikely or unable to retain employment that leads to self-sufficiency or higher wages.

Prior to approval of any ITA, customers and staff will have completed the following activities:

- Customer must be able to demonstrate to the counselor that they have been engaged in an effective job search. (*Job Search record must be submitted and placed in file*). In addition, customers should have an up-to-date resume for that job search.
- Applicants must have an Individual Employment Plan (IEP) which identifies specific employment goals including job titles, training coursework which correlates to appropriate experience and employment history such that training will likely lead to employment in the identified field.
- Customer must be able to demonstrate and document that their life situation is conducive to successfully complete a training program.
- The training request should be logical and justifiable in consideration of the customers work history, educational level, credentials, and/or labor market conditions.
- Customer must review three (3) different providers.
- Training provider and course offering must be approved prior to application being reviewed.
- Training must lead to some type of credential (e.g., certificate, certification, degree, or license).
- Customer should be job search ready at the conclusion of training with their resume updated to reflect new training.

Career Center staff, including Department of Labor staff and authorized partner staff may submit ITA applications for customers where no conflict of interest exists. Staff may not approve an ITA for themselves, any family member, personal or family business partner, etc. Such customers must be referred to the One-Stop Operator, Director, for approval after consultation with the WDB, Executive Director.

ITA Funding Amounts

ITAs are authorized only for training programs listed as eligible for WIOA funding by the WDBRC on the [Eligible Training Provider \(ETP\) list](#), as required in WIOA Section 134(c)(F)(iii).

The maximum amount an ITA will be written for is \$3,000. Although the maximum amount a customer can apply for is \$3,000, it is not guaranteed that they will receive the full amount. Subsidy for training is not an entitlement. Career Center staff must have determined through a comprehensive assessment that the training services are appropriate for the customer.

Customers can be funded only once during any fiscal year. Funding for training must be requested within the fiscal year the training is scheduled to occur. Special exceptions may be made towards the end of the fiscal year.

Participants in qualifying programs must apply for any available financial aid and appropriate grants first. In the event that training costs exceed the WIOA ITA amount for which the customer is eligible, documentation must be provided prior to the application being reviewed which demonstrates how the remaining balance will be covered (PELL, Tap, other grants, checking/saving accounts).

Demand Occupations

In accordance with WIOA Section 134(c)(3)(G)(iii) training must be directly linked to an in-demand industry or occupation that leads to economic self-sufficiency and encourages the attainment of recognized postsecondary credentials when appropriate.

ITA's will only be written for [demand occupations](#) in Rockland County or the Hudson Valley that lead to employment opportunities in one of the following priority sectors:

- Advanced Manufacturing
- Biomedical
- Data Technology
- Hospitality and Tourism

Skills Gap Training which is a course or series of courses offering remediation work readiness skills (i.e. soft skills, math, pc skills etc) and Skills Development Training which is a course or series of courses that encourage career ladder growth and supports continued marketability will be considered when related to a demand occupation. Customers seeking ESL will be referred to various free programs throughout Rockland County and training requests that support entrepreneurial pursuits will be reviewed.

ITA Time Frame

Training programs must be completed within a 12-month period and:

- If a customer is currently enrolled and committed to pay for a training program, that is not structured in semesters or modules, their application will not be approved.

- If a customer is working towards a credential that is structured in semesters or modules they must apply prior to the beginning of their **last semester or module** of their training program. Documentation of successful completion of prerequisites must be verified and documented by Career Center staff prior to review of application.

Funding applications must be submitted at least six (6) weeks before the start date of the proposed training. If funding is not available at the time of application and the customer chooses to go ahead with the training program they may not return at a future date when funding is available to apply for funding for that program.

Eligibility:

Priority of service will be given to veterans and eligible spouses in accordance with the WDBRC's Veterans' Priority of Service for Covered Persons in Qualified USDOL Job Training Programs policy. Additionally, WIOA Section 134(c)(3)(E) establishes a priority requirement with respect to funds allocated for adult employment and training activities. In accordance with the Training and Employment Guidance Letter WIOA NO. 19-16, priority will be provided in the following order:

- First, to veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
- Second, to, individuals who are not veterans or eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
- Third, to veterans and eligible spouses who are not also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
- Last, to non-covered persons outside the groups given priority above. For WIOA Eligible Adult populations, adults who reside in Rockland County will receive priority of training moneys. This priority of service rule DOES NOT apply to Dislocated Workers, TAA, or eligible Youth.

The WDBRC has further defined priority of service for Dislocated Workers collecting Unemployment Insurance. According to their county/state of residence and state of Unemployment Insurance (UI) collection priority will be as follows:

- First, Rockland County residents collecting UI.
- Second, NY state residents collecting in NY UI.
- Third, NY state residents collecting UI in CT/NJ.
- NJ, state residents collecting UI in NY.
- NJ state residents collecting UI in NJ.

Furthermore, the WDBRC has determined that eligible participants will be served in the following order of priority according to their level of education:

- First, customers without a high school diploma.
- Second, customers with a high school diploma.
- Third, customers with an associate's degree.
- Fourth, customers with a bachelor's degree.
- Fifth, customers with a master's degree.
- Sixth, customers with a doctoral degree.

Self Sufficiency

Self-sufficiency, as used in this ITA Policy for Adults, shall mean having an individual income as established by [NYSDOL Self-Sufficiency Employment Estimator Calculator](#) as per the client's county of residence. Income will be determined using NYSDOL Self-Sufficiency Employment Estimator Calculator for a family of one per the client's county of residence. Any individual who is currently employed and requesting training funds must provide documentation which demonstrates current rate of pay.